

**Manual 5: Rules, regulations, instructions, manuals and records under its control/used by employees while discharging functions**

Sr No.	Branch Name	Title and nature of the record/ manual/ instruction Gist of contents
1	Rice	Custom milling policy
2	Storage	P.R. Manual Part-II
3	Distribution	<ol style="list-style-type: none"> <li>1. National Food Security Act, 2013</li> <li>2. The Punjab Targeted Public Distribution System (Licensing and Control) Order, 2016.</li> <li>3. The Essential Commodities Act, 1955.</li> <li>4. The Punjab Hoarding and Profiteering Prevention Order, 1977.</li> <li>5. Punjab Food Security Rules, 2016.</li> <li>6. RTI Act 2005.</li> </ol>
4	Supply	<ol style="list-style-type: none"> <li>1. Petroleum Products (Maintenance of Production, Storage, and Supply) Order, 1999.</li> <li>2. The Motor Spirit and High Speed Diesel (Regulation of Supply and Distribution and Prevention of Malpractices Order, 1998.</li> <li>3. Punjab Light Diesel Oil and Kerosene Licensing Order, 1978.</li> <li>4. The Punjab Control of Bricks Supplies, Price and Distribution Control Order, 1998.</li> <li>5. Liquefied Petroleum Gas (Regulation of Use in Motor Vehicle) 2001.</li> <li>6. Liquefied Petroleum Gas (Regulation of Supply and Distribution)</li> </ol>

		<p>Order, 2000.</p> <p>7. The Naphtha (Acquisition, Sale Storage and Prevention of Use in Automobiles) Order, 2000.</p> <p>8. The Solvent, Raffinate and Slop (Acquisition, Sale Storage and Prevention Of Use in Automobiles) Order 2000</p>
5	<b>Food Purchase</b>	<ol style="list-style-type: none"> <li>1. Policy files of RMS/KMS,</li> <li>2. Allotment of mandis files</li> <li>3. Gunny bales indent placing files.</li> <li>4. PUNGRAIN's admin files.</li> <li>5. Appointment of Legal Retainers/Arbitrators on contractual basis</li> <li>6. BOD meeting files.</li> <li>7. Files of inspection report of the mandis by the officers of G.O.I.</li> <li>8. R.T.I record files related to branch.</li> </ol>
6	<b>Establishment-1</b>	<ol style="list-style-type: none"> <li>1. Personal Files</li> <li>2. Departmental Class-1 and Class-2 Rules.</li> <li>3. Rules of business of the department.</li> <li>4. Punishment and Appeal Rules 1970.</li> <li>5. Common Services and condition Rules 1994 and other related rules of the State Government.</li> <li>6. Instructions Manual of the State Government.</li> </ol>
7	<b>Establishment-2</b>	<ol style="list-style-type: none"> <li>1. Personal Files of the Ministerial Staff,</li> <li>2. Departmental Class-3 and Class-4 Rules.</li> <li>3. Rules of Business of the department.</li> <li>4. Punishment and Appeal Rules, 1970.</li> <li>5. Common Services and Condition Rules, 1994 and other related rules of the State Government.</li> <li>6. Instructions Manual of the State Govt.</li> </ol>

8	<b>Establishment-3</b>	<ol style="list-style-type: none"> <li>1. Personal Files and disciplinary case files of the Assistant Food and Supply officer</li> <li>2. Transfer Files of the Assistant Food and Supply officer.</li> <li>3. Punjab Food &amp; Supplies (Class-III) Service Rules 1990.</li> <li>4. Rules of Business of the department.</li> <li>5. Punishment and Appeal Rules-1970.</li> <li>6. Common Services and Condition Rules, 1994 and other related instructions of the State Government.</li> <li>7. Promotion files for the post of Assistant Food and Supply officer from the post of inspector, jr.Auditor, sr.Assistant , Accountant etc.</li> <li>8. Roaster Register - Roaster Register of promotes</li> </ol>
9	<b>Establishment-4</b>	<ol style="list-style-type: none"> <li>9. Personal Files and Disciplinary case files of the Inspectors staff.</li> <li>10. Transfer files of the Inspectors Staff.</li> <li>11. Punjab Food &amp; Supplies (Class-III), Service Rules, 1990.</li> <li>12. Rules of Business of the department.</li> <li>13. Punishment and Appeal Rules, 1970.</li> <li>14. Common Services and Condition Rules, 1994 and other related rules of the State Government.</li> <li>15. Promotion files for the post of Inspectors from the post of clerk, picker, computer.</li> <li>16. Roaster Register - Roaster Register of Direct recruits and of promotees.</li> </ol>
10	<b>Establishment Accounts-1</b>	<ol style="list-style-type: none"> <li>1. Record of bills and related approvals.</li> <li>2. Districts and Head Office bills of building rent and related communication record.</li> </ol>

		<p>3. Record of circular of Govt. Houses and NDCs.</p> <p>4. Records of leave accounts of Head Office Employees.</p>
11	<b>Establishment Accounts-2</b>	<p>1. Personal Files and service books of gazetted (Field and Ministerial staff) &amp; non gazetted staff (Ministerial staff)</p> <p>2. Regarding pension papers, employees is supposed to submit the same eight months before retirement to the parent office so that it can be forwarded to Accountant General Office, Punjab and no due certificates can be obtained from the concerned branches and district offices two years before the date of retirement.</p>
12	<b>Inspection</b>	<p>1. As per PR manual.</p> <p>2. Punjab Levy Control Order.</p>
13	<b>Recovery</b>	Instructions issued by the department regarding fixation of recovery (1985, 1997, 2008 and 2014)
14	<b>Banking</b>	Punjab Financial Rules of current year.
15	<b>Less-Excess</b>	<p>Norms fixed date 16.04.1999</p> <p>Files regarding less excess and shortage if any</p>
16	<b>Quality Control</b>	1. As per PR Manual
17	<b>Wheat Accounts (1 to 4)</b>	<p>1. Rules of Business of the department</p> <p>2. Storage policy maintained by storage Branch.</p> <p>3. Transportation policy maintained by Budget Branch</p> <p>4. Incidental and other Charges like MSP etc. fixed by Government of India and circulated by Incidental Branch</p> <p>5. Various Cash Accounts, Wheat Stock Accounts and Inventory Accounts received from districts</p>
18	<b>Rice Accounts (1 to 3)</b>	<p>1. Rules of business of the department.</p> <p>2. Transportation policy maintained by Budget Branch.</p>

		<p>3. Incidental and other charges like MSP etc. fixed by Government of India and circulated by Incidental Branch</p> <p>4. Various Paddy Stock Accounts and CMR/ Levy rice accounts received from districts.</p>
19	<b>Budget Fund</b>	<p>1. Various files regarding Dept. Budget.</p> <p>2. Files regarding policies of Labour/Cartage, Transportation, PEG Godown &amp; Dharam Kanda.</p>
20	<b>Incidental</b>	<p>1 The Punjab Value Added Act 2005</p> <p>2 (ID Cess) Punjab Infrastructure Development &amp; Regulation Act 2002.</p> <p>3 Punjab Agriculture Produce Market Act 1961 (www.pextax.com)</p>
21	<b>Compilation</b>	As per Act 1956.
22	<b>GPF</b>	<p>1. Personal files of employees relating to GPF.</p> <p>2. GPF ledger.</p> <p>3. CSR Volume-II</p>